

Position: Project Finance Intern

Organisation: Emerge Livelihoods (Formerly Mzuzu E-Hub)

Duration: 4 Months (December 2024 - March 2025)

Location: Mzuzu

About Emerge Livelihoods

Emerge Livelihoods, formally known as the Mzuzu Entrepreneur Hub, is a social enterprise fostering socio-economic growth for communities through transformative solutions that leverage technology, promote inclusivity and collaboration. The core business is set within the broader vision: to champion a thriving ecosystem that amplifies self-reliance of individuals and communities across Malawi and beyond contributing towards the Malawi 2063 agenda which aims at transforming Malawi into a wealthy and self-reliant industrialized 'upper-middle-income country' by the year 2063. It also supports the United Nations (UN) Sustainable Development Goals seeking to end poverty and hunger, gender equality, environmental protection and natural resources conservation. Our mission is to foster social economic growth for communities through transformative solutions leveraging technology and innovation, promoting inclusivity and collaboration.

About the Candidate

Emerge Livelihoods is looking for a suitably qualified individual to fill the position of Project Accountant Intern. The candidate should possess extensive experience in accounting and the ability to provide project managers and donors with accurate financial information and prepare reliable financial reports among others.

Key Responsibilities

- Provide bi-monthly and monthly financial reports to the Finance and Administration Advisor and finance team for review.
- Maintain appropriate project accounting codes for reporting references.
- Prepare monthly project reconciliations for reporting purpose
- Take part in monthly and quarterly project update meetings.
- Assist in the investigation of Budget versus Actual variances as highlighted by budget holders or teams.
- Work with the Project Lead, Youth Leaders and other supporting staff to prepare interim and financial donor reports timely and accurately.
- Provide technical support and assistance to budget holders during the budget planning and implementation process.
- Work with the Finance Team, deliver accurate and timely comparative financial reports to the finance and project team
- Support the Project Lead and Finance Advisor in attending promptly to all queries during project implementation.

Requirements

- Bachelor's Degree in Accounting or equivalent from an accredited institution
- 2 years and below experience as a project accountant internee, or similar.
- Proficiency in electronic accounting systems i.e QuickBooks.
- Ability to report to the Finance Advisor and other project managers.
- Advanced proficiency in managing general ledgers, journal entries and account reconciliations.
- Exceptional ability to prepare project budgets, financial forecasts and accurate reports.
- In-depth knowledge of best practices in accounting.
- Excellent communication skills toward effective collaboration.

A complete application with a cover letter, curriculum vitae and copies of certificates to be sent to hello@emergelivelihoods.org addressed to the Finance and Administration Advisor with a subject:Project Accountant Intern.. The application to be sent by 25th November 2024.

Emerge Livelihoods is an equal opportunity employer committed to diversity and inclusion therefore all qualified applicants will receive consideration for employment without regard to religion, sex, age or disability.